



# Atlantic Academy Portland

an Aspirations Academy

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21st September 2023

Dear Parent / Carer

## **Year 7 Virtual Meet The Tutor Evening - Thursday 28th September 2023 - Online Appointment Booking**

Following the feedback from our parents about our virtual Parents' evenings, we have decided to continue using a virtual platform for these events. Therefore, I would like to invite you to attend our **Year 7 Meet the Tutor Virtual (Video Call) Parents' Evening**.

This event will run as a **video conference** through the **School Cloud website** to ensure that you can have 1:1 discussions with your child's Tutor. This is an easy to use online appointment booking system which allows you to choose your own appointment time and you will receive an email confirming your appointments. The purpose of the evening is to provide you with the opportunity to meet virtually, face to face, and talk with your child's tutor to discuss your child's general well being, how they have settled in and plans to support them.

Parental support is one of the biggest motivators for students and your contribution is essential in helping them to be successful in their studies. Appointments will run for 5 minutes each to ensure all parents can be seen and the system will display the time remaining. Unfortunately, appointments cannot be overrun as this will prevent other parents from being seen. However, if you have any concerns you wish to discuss, the contact form is always [available through the school website](#). As always, we welcome any feedback.

Appointments can be made from **Thursday 21st September 4pm** and will close on **Wednesday 27th September at 12pm**. **To ensure that you secure an appointment with your child's teacher please book early, as the slots do get booked quickly.** Should you wish to make any changes after this date, please contact Mrs Delany on [zdelany@atlantic-aspirations.org](mailto:zdelany@atlantic-aspirations.org)

Please visit [atlanticacademy.schoolcloud.co.uk](http://atlanticacademy.schoolcloud.co.uk) to book your appointments. A short guide on how to add appointments is included with this letter. Login with the following information: **Student's First Name Student's Surname Students Date of Birth**

If you do not have access to the internet, please [contact the school office](#) who will be happy to arrange for an alternative solution.

Yours sincerely

Mrs L Migliari  
Vice Principal

## Parents' Guide for Booking Appointments: Browse to <https://atlanticacademy.schoolcloud.co.uk/>

**Your Details**

Title: Mr, First Name: Rachael, Surname: Abbott

Email: rabbott@gmail.com, Confirm Email: rabbott@gmail.com

**Student's Details**

First Name: Ben, Surname: Abbott, Date Of Birth: 23 July 2000

Log In

### Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

**Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March  
Open for bookings
- Friday, 17th March  
Open for bookings

[I'm unable to attend](#)

### Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic  
Automatically book the best possible time based on your availability

Manual  
Choose the time you would like to see each teacher

Next

### Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

**Choose Teachers**

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbott

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

Continue to Book Appointments

### Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

**Confirm Appointment Times**

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	F5
17:25	Mrs D Munnford	Ben	Mathematics	M7
17:45	Dr B McNamee	Andrew	French	L4

Accept Appointments (green button) | Cancel Appointments (red button)

### Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Mr J Brown (SENCO (A2)) | Miss D Patel (Class 10E (H3)) | Mrs A Wheeler (Class 11A (L1))

	Mr J Brown	Miss D Patel	Mrs A Wheeler
16:30	Grey	Blue ✓	Grey
16:40	Grey	Grey	Grey
16:50	Green +	Grey	Green +
17:00	Green +	Grey	Green +

### Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

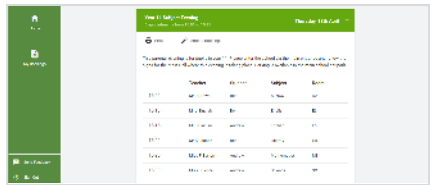
To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

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You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

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### Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

[How to attend a video parents evening appointment](#)